

POSITION DESCRIPTION

1. Agency PDCN

16923WID

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Long Term CWCP Case		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests	
		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	
		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	
				13. Competitive Level NonDual Status	
				14. Agency Use	

15. Classified/Graded by

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Production Controller (Automotive)	GS	1152	07	gah	20 Jan 08

16. Organizational Title (If different from official title)

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - Joint Forces Headquarters-State

c. Third Subdivision - Logistics Directorate (J-4/G-4)

d. Fourth Subdivision - State Surface Maintenance Management Office

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. US OPM PCS for Production Controller Series, GS-1152, dated May 1992

Typed Name and Title of Official Taking Action

GAYLE A. HINRICHS

Human Resources Specialist (Classification)

Signature

Date
11 Jan 06

//signed//

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Long Term CWCP Position.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

80686000

NSN 7540-00-634-4265 Previous Edition Usable 5008-106 **Optional Form 8** US Office of Personnel Management (USOPM), FPM CHAPTER 295 [Equivalent]

25.

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4/G-4), State Surface Maintenance Management Office. The primary purpose of this position is to perform preliminary planning, long term scheduling and analysis, for the utilization and maintenance of vehicles and equipment. In addition serves as the J4 Fleet Manager.

b. DUTIES AND RESPONSIBILITIES:

(1) Develops, manages and implements daily, weekly, monthly, and yearly operational and maintenance plans for assigned vehicles and equipment. Projects parts, contract services, funds, and personnel required. Coordinates master maintenance schedules with base functions and management personnel. Assigns work priorities for all scheduled/unscheduled maintenance. Schedules vehicles and equipment for repair, inspections, and preventative maintenance based on consideration of shop capability and requirements of the unit. Manages workload status and Mission Essential List (MEL) requirements to ensure that minimum fleet levels are maintained and makes necessary adjustments in production schedule. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements. Jointly establishes overall objectives with supervisor. The incumbent utilizes extensive knowledge of vehicle maintenance standards and repair terminology to determine if production schedules are being followed. Ensures equipment repairs are authorized and that proper material is available for vehicle maintenance. The incumbent acts as the primary source of expertise for matters regarding maintenance schedules. Analyzes, plans, and carries out recurring production control tasks. Independently resolves most production, labor, machine and material conflicts that arise. Recommends corrective actions to correct or avoid situations that may affect long-range production requirements or impact mission accomplishment. Notifies supervisor of situations where repair work required would exceed one-time-repair limit. Manages the vehicle and equipment warranty program, to include scheduling repairs with local warranty providers. The incumbent manages the contract vehicle maintenance program. Schedules maintenance with local vendors as required. Manages maintenance production schedules in order to minimize and avoid impact on training schedules.

(2) Incumbent ensures the most effective utilization of manpower, materials, space, tools, and equipment. Manages and audits cost data to ensure all material is validated and properly charged. The incumbent establishes procedures to identify repetitive and recurring maintenance and performance deficiencies. Provides management detailed analysis on current or potentials problems. Provides maintenance information and repair cost to other agencies as

required by loan agreements and base support plans. Incumbent manages the Quality Assurance (QA) Program so as to ensure compliance with vehicle maintenance standards.

(3) Manages the registered vehicle fleet. This position is the single POC for all vehicle authorizations. Incumbent coordinates between the NG units, Department of Defense (DOD) agencies and the Government Supply Agency (GSA) to ensure accurate accountability for vehicle receipt or transfers. Controls, reviews, and aligns vehicle authorizations, allocations and assets respective to appropriate Custodian Authorization.

(4) Conducts training for assigned military personnel.

(5) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1. Knowledge Required by the Position

--Practical knowledge of production control procedures and operations sufficient to collect, compile, correlate and maintain production and scheduling data.

--Knowledge of methods, procedures, equipment, materials, and personnel skills available to accomplish maintenance and repair projects that are generally of a recurring nature and to develop a program to control long term scheduling of maintenance and repair for vehicles and equipment.

--Comprehensive knowledge of policies, regulations, and processes governing production operations to carry out established production assignments.

--General knowledge of assigned automotive vehicles and equipment to correlate and analyze a variety of routine production schedules and effectively communicate with contacts.

--Fleet management knowledge of AFIS, SBSS and AFEMS to receipt, issue, turn-in, and ship vehicles.

--Knowledge of various automated data systems to input, retrieve, and/or produce computer generated products.

--Ability to communicate clearly both verbally and in writing in order to coordinate vehicle/equipment maintenance and repair to ensure proper scheduling and expediting of the work.

FACTOR 2. SUPERVISORY CONTROLS

Supervisor provides general supervision, defines general objectives and priorities, and discusses significant changes in deadlines. Unusual or difficult problems are discussed with the supervisor who provides assistance in resolving the problems. Completed work is evaluated for timeliness, quality of service, results achieved, resolution of problems, and efforts made to expedite completion deadlines.

FACTOR 3. GUIDELINES

Guidelines include a variety of established and detailed National Guard Bureau (NGB), Army, or higher headquarter policies and procedures, vehicle maintenance manuals, etc. Uses judgment to select and apply available guidelines and technical data to provide for effective production control. Makes minor deviations from established procedures to deal with unusual work

situations that may arise. When significant deviations from guidelines are required, seeks guidance from the supervisor.

FACTOR 4. COMPLEXITY

The incumbent is responsible for planning and scheduling the maintenance of assigned vehicles and equipment. Advises management regarding funding or manpower that impacts on maintenance; monitors expenses and estimates budget requirements; assigns work priorities; schedules and coordinates repair actions; recommends corrective actions and makes necessary schedule adjustments; and assures the most efficient and economic use of available assets.

FACTOR 5. SCOPE AND EFFECT

Work involves resolving a variety of conventional maintenance and repair production problems and situations by selecting or adapting formal work methods and procedures. Utilizes established or precedent criteria and production plans. Work impacts on the effectiveness of operations. The primary purpose of work is to achieve or maintain desired production levels for maintenance and repair of vehicles and equipment that meet or exceed the original specifications and terms of acceptability established by the customer, and are consistent with efficient and economic operations. This position controls the maintenance and repair for the IDARNG and supported activities.

The work affects the ability of the IDARNG and serviced units to meet mission requirements by ensuring vehicles and equipment are maintained in a state of readiness that ensures the ability to meet mission requirements.

FACTOR 6. PERSONAL CONTACTS and FACTOR 7. PURPOSE OF CONTACTS

Contacts are with employees in the same unit and outside the immediate organization as well as those with different functions, missions, and kinds of work. Contacts are by telephone, correspondence, in meetings, etc.

Purpose of contacts is to plan, coordinate, or advise on production efforts, or to resolve production problems by influencing or motivating production or support personnel. Contacts are normally cooperative and have mutual production interests and goals.

FACTOR 8. PHYSICAL DEMANDS

Work is sedentary with no special physical demands. There is a requirement to walk, stand, bend, or carry light items.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office setting involving everyday risks or discomforts requiring normal safety precautions. Work area is adequately lighted, heated, and ventilated. Production areas visited are adequately lighted, heated, and ventilated but include normal hazards associated with a maintenance shop.

EVALUATION STATEMENT

A. Title, Series and Grade: Production Controller (Automotive), GS-1152-07

B. References: US OPM PCS for Production Controller Series, GS-1152, dated May 1992

C. Background: This position is located at the Joint Forces Headquarters—State, Logistics Directorate (J-4/G-4), State Surface Maintenance Management Office. Based on changes within the Army National Guard, duties have been merged into this position which required a new position description to be developed. The main difference is that fleet management and Geographically Separated unit (GSU) responsibilities have been added. The position performs preliminary planning and long term scheduling and analysis for the utilization and maintenance of vehicles and equipment as well as serving as the Base Fleet Manager.

D. Series, Title and Grade Determination:

1. Series: This position is responsible for planning, scheduling, controlling and analyzing maintenance performed on assigned vehicles and associated equipment. The work meets the series definition of the GS-1152 series which includes positions "involved in performance of planning, estimating, scheduling and expediting use of labor, machines, and materials----in the repair of any type of Government-owned, controlled, or operated equipment, systems, and supplies".

2. Title: Production Controller is the title specified for positions where the above work is paramount. Automotive is the suggested parenthetical title for the type of equipment worked on. Thus the appropriate title for this position is Production Controller (Automotive).

3. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Production Controller (Automotive), GS-1152-07

CLASSIFIER: Gayle A. Hinrichs

Date: 20 Jan 08

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-5	750	See Analysis Below
2. SUPERVISORY CONTROLS	2-3	275	See Analysis Below
3. GUIDELINES	3-2	125	See Analysis Below
4. COMPLEXITY	4-3	150	See Analysis Below
5. SCOPE AND EFFECT	5-3	150	See Analysis Below
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	See Analysis Below
8. PHYSICAL DEMANDS	8-1	5	See Analysis Below
9. WORK ENVIRONMENT	9-1	5	See Analysis Below
TOTAL POINTS ASSIGNED:		1535	GRADE: GS-07

FINAL CLASSIFICATION: Production Controller (Automotive), GS-1152-07

Factor 1. Knowledge Required by the Position

FL 1-5 750 Points

The position is found to exceed FL 1-4 which is identified in the standard as being a trainee level position.

Level 1-5 is fully met. The incumbent utilizes knowledge and experience relating to vehicle maintenance in performing preliminary planning and long term scheduling and analysis in the recurring repair, inspection, and preventive maintenance of a variety of vehicles and equipment. Production control tasks are of a repetitive and uncomplicated nature and require general knowledge of the vehicles and equipments of the organization in order to analyze a variety of maintenance data and processes, to prepare basic maintenance/repair schedules, and to effectively obtain cooperation and assistance of personnel within the organizations serviced. The description talks of analyzing plans and carrying out recurring production control tasks. However, the complexity of production control in a Vehicle Management Organization is not comparable to examples at the next higher level described in the standard.

The position does not meet Level 1-6 where production control responsibilities are for a larger variety of complex repair projects involving production control responsibilities over more complex systems (i.e., a complex missile/launcher system; major systems and airframes of fixed and rotary wing aircraft, or a variety of complex and long-term facility repair and construction projects).

Factor 2. Supervisory Controls

FL 2-3 275 Points

Meets Level 2-3. The incumbent is assigned responsibility for providing continuous control of production in the Vehicle Management Section. General objectives, priorities, and changes to project driven deadlines are defined by the supervisor who is available to assist with unusual situations not having guidelines or clear precedents. The incumbent is expected to analyze the maintenance requirements, and plan for various phases of maintenance, service and labor, coordinate the job scheduling and materials, and handle deviations based on available instructions, policies, previous training or accepted practices. The technical soundness of work, efficient use of resources, and resolution of production scheduling problems, and efforts made to expedite product completion deadlines are evaluated by the supervisor.

The position does not operate at Level 2-4 where only minimal guidance is provided and the incumbent is expected to analyze, plan, and carry out complex production control tasks independently. At this level the controller plans and coordinates most of the timing and integrated production efforts for many different departments or shops that are responsible for work on various segments of the product and completed work is reviewed only in terms of effectiveness in meeting and coordinating production requirements and deadlines. Such credit would normally be recognized in a situation such as production control in aircraft maintenance where a number of different shops must be coordinated with, each of which perform specialized work on the aircraft.

Factor 3. Guidelines

FL 3-2 125 Points

Fully meets Level 3-2 where a variety of detailed guidelines are available that require judgment to select and apply the appropriate one and where only minor deviations from those guidelines would be made. The guidelines available include a variety of established and detailed NGB, Army, or higher headquarters policies and procedures, vehicle maintenance manuals, etc. The incumbent makes minor deviations to deal with unusual situations, but seeks guidance from the supervisor if significant deviations are required.

Does not meet Level 3-3 where guidelines are provided for most assignments but are not always specific or completely applicable and where the incumbent must exercise judgment and utilize experience to interpret, adapt, or extend policies, guides, procedures, regulations, and precedents and to perform analysis due to the fact that guides are not applicable. The analysis performed by the incumbent of this position (i.e., analysis of production indicators and trends and of current or potential problems), is not the type of analysis discussed in the standard at Level 3-3.

Factor 4. Complexity

FL 4-3 150 Points

Complexity of this position meets Level 4-3 as described in the standard. The employee is responsible for advanced planning and immediate short term scheduling control of maintenance for assigned vehicles and equipment as well as on a long-term basis. The planning involves consideration of how materials are acquired, skilled labor available to perform the maintenance, availability and scheduling of test and support equipment, controlling funding, and time-phasing the maintenance/repair into the workload of the facility to obtain optimum efficiency. It also involves observing the operations and taking corrective action or making adjustments to maximize production.

The position does not meet the complexity level identified at Level 4-4 where assigned projects are difficult and complex and require a complete range of production control principles, techniques, and methodologies. At this level assignments are prototype or developmental or involve complex projects of a similar nature of complexity. This level is not met since the maintenance/repairs do not represent long-term depot level major overhaul or repair described at this level in the standard.

Factor 5. Scope and Effect

FL 5-3 150 Points

This position meets the description of Level 5-3 where the controller is involved in resolving a variety of conventional problems and situations impacting the IDARNG and supported activities; where the results of work impact the effectiveness of operations of the activity and the ability to meet mission requirements; and the goal is to achieve and maintain vehicles and equipment at a proper level of repair in order that mission tasking may be met.

Level 5-4 involving planning, developing, and implementing of production control problems of considerable breadth and complexity; impacting a wide range of organizations and typically having application to other agency activities performing similar work at other locations; and directly impacting the mission of the agency is not met. Positions credited at this level will be involved in formulating effective production control programs, assessing the effectiveness of production programs, and investigating or analyzing a variety of unusual production problems and conditions. Further, the work at this level affects a wide range of organizations. Subject position is limited to production control activities peculiar to a vehicle maintenance organization supporting the IDARNG and other assigned activities.

Factor 6. Personal Contacts &
Factor 7. Purpose of Contacts

Matrix 2-b 75 Points

Personal Contacts is credited at one of three levels by use of a chart provided in the standard and credit is given at either level a, b, or c based on the nature of those contacts.

This position includes contacts that are more extensive than those described at Level 1 in that they additionally involve other employees in the same agency but beyond the immediate organization as well as contacts at field locations. They are made through telephone, correspondence, and in meetings. This type of contacts meets the Level 2 criteria.

The position does not involve the type of contacts described at Level 3 where they involve individuals from outside the employing agency as well as with agency program heads. Contacts at this level also include those with contractors, personnel from other Government agencies who may provide work projects, funding, support services, equipment, machinery, labor, transportation, etc.

The position meets Level b as to Purpose of Contacts. Contacts are for planning, coordinating, or advising on maintenance/repair efforts, or to resolve scheduling problems by influencing or motivating production or support personnel and are normally cooperative. Those contacted have mutual goals of maintaining vehicles/equipment in top condition in order to meet mission requirements and tasking.

Purpose of Contacts does not meet Level c wherein the controller must influence, motivate, and persuade shop and department supervisory personnel and others in decision making positions to follow a different course of action. At this level the controller must overcome objections of skeptical or uncooperative personnel and may have to negotiate on significant and/or controversial issues to achieve compromise or alternative solutions.

Factor 8. Physical Demands

FL 8-1 5 Points

Level 8-1 is met as the position is sedentary for the most part with no special physical demands. The position does require some walking, standing, bending, or carrying of light items. It does not require frequent standing, walking, climbing, bending, crouching, stooping, reaching, and lifting of moderately heavy items as described at Level 8-2.

Factor 9. Work Environment

FL 9-1 5 Points

Meets Level 9-1. Work involves everyday risks or discomforts associated with an office setting. The work area is adequately lighted, heated, and ventilated. Production areas visited by the incumbent are relatively free from hazards.

At Level 9-2 the visits to production areas involve moderate risks requiring special equipment and the wearing of other special clothing at times when near radiation sources, operating machinery, etc. Such exposure is not a regular requirement of the subject position.

FINAL CLASSIFICATION: Production Controller, GS-1152-07

CLASSIFIER: Gayle A. Hinrichs - Idaho

Date: 20 Jan 08